



County of Los Angeles **CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

March 18, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:
CENTINELA AREA PROBATION OFFICE AND BUILDING AND SAFETY
FIRESTONE DISTRICT OFFICE REPLACEMENT PROJECT, PHASE III
ADOPT AND ADVERTISE
SPECS. 6880; CAPITAL PROJECT NO. 69272
(SECOND DISTRICT) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt tenant improvement plans and specifications for construction of Phase III of the Centinela Area Probation Office and Department of Public Works (DPW) Building and Safety Firestone District Office Replacement project at an estimated \$2,200,000 construction cost, and instruct the Executive Officer to advertise for bids to be received and opened on April 10, 2008, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
2. Authorize the Director of Public Works to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$5,000 not-to-exceed fee funded by existing project funds and to establish the effective date following Board approval.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to authorize competitive bidding to construct the tenant improvements for Phase III of the Centinela Area Probation Office and Building and DPW Safety Firestone District Office Replacement project.

On February 15, 2005, your Board authorized an architect/engineer services agreement with Ted Tokio Tanaka Architects to provide design services for a new Probation building to replace the existing Centinela Area Probation office. On August 30, 2005, your Board approved a project scope revision to include a DPW Building and Safety District office as a replacement of the Firestone District office. The new building will include 25,000 square feet for Probation's field office and 5,000 square feet for the DPW Building and Safety District office.

As previously reported to your Board, in order to expedite project delivery, the project is divided into three phases. Phase I involves make-ready site work. Phase II entails the design and construction of the building's core and shell. Phase III includes completion of the tenant improvements.

On December 19, 2006, your Board adopted a Mitigated Negative Declaration and related documents and adopted recommendations to initiate Phase I, make-ready site work, by a Job Order Contract in preparation for construction. This work was completed in September 2007.

On June 26, 2007, your Board approved a construction contract with Woodcliff Corporation for Phase II, core and shell, of the project. This work is being implemented and is expected to be completed in July 2008.

Plans and specifications for Phase III are now completed, and we are recommending that your Board authorize advertising for construction bids.

The proposed agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specification is critical to successfully manage construction activities by both the contractor and the County, and a responsible contractor must be able to produce such a construction schedule. Bid specifications provide that if the apparent lowest bidder fails to complete an acceptable schedule, we may return to your Board to recommend that the bidder be determined nonresponsive and recommend awarding the construction contract to the next lowest bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we provide Service Excellence (Goal 1) by improving the efficiency, quality, and responsiveness of County services to all residents. In addition to meeting this goal, these actions are consistent with Community Services (Goal 6) by improving the quality of life for residents in the community.

FISCAL IMPACT/FINANCING

On June 26, 2007, your Board approved a \$20,877,000 total project budget, including construction, change order contingency, inspection, contract administration, project management, consultant services, and jurisdictional fees.

Department of Public Works' independent construction cost estimate for Phase III, tenant improvements, is \$2,200,000. This amount does not include the cost of \$1,085,000 for the additive alternate for furniture, fixtures, and equipment (FF&E). Procurement of FF&E by agreement vendors through Internal Services Department will also be considered as an alternative delivery option. Upon receipt of bids, we plan to return to your Board with final recommendations to award the construction contract.

The revised Project Schedule and proposed Budget Summary are included in Attachment A.

Operational Budget Impact

The project consists of a new replacement facility for the Centinela Area Probation Office and DPW Building and Safety Firestone District Office; therefore, any increases in ongoing operational costs, including utilities, will be absorbed by the Probation and Public Works Departments.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunities for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135 (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

ENVIRONMENTAL DOCUMENTATION

On December 19, 2006, your Board adopted the Mitigated Negative Declaration and Mitigation, Monitoring, and Reporting Program for the project.

CONTRACTING PROCESS

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B). Following receipt of bids, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Doing Business with Us website.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services.

CONCLUSION

Please return one adopted copy of this letter to my office, and to the Department of Public Works (Project Management Division II).

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DLW:DL
JSE:DJT:TJ:z

Attachments (2)

c: Auditor-Controller
County Counsel
Office of Affirmative Action Compliance
Probation Department
Department of Public Social Services (GAIN/GROW Program)

March 18, 2008

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS:
CENTINELA AREA PROBATION OFFICE AND DPW BUILDING AND SAFETY
FIRESTONE DISTRICT OFFICE REPLACEMENT PROJECT, PHASE III
ADOPT AND ADVERTISE
SPECS. 6880; CAPITAL PROJECT NO. 69272
(SECOND DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Completion Date	Revised Completion Date
Project Needs Assessment	01/10/05*	01/10/05*
Core and Shell Design		
Contract Execution	02/22/05*	02/22/05*
Project Program	07/28/05*	07/28/05*
Construction Document Submittal	11/22/06*	11/22/06*
Jurisdictional Approval	03/15/07*	03/15/07*
Construction Bid and Award	07/09/07*	06/26/07*
Construction		
Substantial Completion	04/05/08	07/24/08
Acceptance	05/07/08	08/25/08
Tenant Improvement Design		
Construction Document Submittal	05/22/07	09/17/07*
Jurisdiction Approval	06/05/07	02/07/08*
Construction Bid and Award	10/18/07	05/20/08
Construction		
Substantial Completion	06/19/08	12/29/08
Acceptance	10/16/08	04/16/09

* Indicates completed activity

II. PROJECT BUDGET SUMMARY

Budget Category	Approved Budget
Construction	
a) Earthwork – JOC (Phase I)	\$ 2,000,000
b) Core and Shell (Phase II)	\$ 9,352,000
c) Tenant Improvements (Phase III)	\$ 2,200,000
d) Change Orders	<u>\$ 1,860,000</u>
Subtotal	\$15,412,000
Equipment	\$ 400,000
Plans and Specifications	\$ 1,280,000
Consultant Services	\$ 257,000
Miscellaneous Expenditures	
a) Furniture	\$ 1,085,000
b) Utility Fee	\$ 300,000
c) Printing/Legal	<u>\$ 55,000</u>
Subtotal	\$ 1,440,000
Jurisdictional Reviews and Plan Check	\$ 88,000
County Services	\$ 2,000,000
TOTAL	\$20,877,000

March 18, 2008

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS:
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PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing, materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC.</u> <u>FEE</u>	<u>DATE OF BID</u> <u>OPENING</u>
2	6880	Centinela Area Probation Office and Building and Safety Firestone District Office Replacement Project 1320, 1330 West Imperial Highway Los Angeles, CA 90044	\$50	04/10/08

Copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 1:45 p.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 2 p.m. on this date in Architectural Engineering Division Conference Room, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active B license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PREBID CONFERENCE

The Public Works' Project Management Team will hold a prebid conference at 10 a.m. on March 31, 2008, at the project job site to provide information on the project, bidding process, and answer any questions that the potential bidders may have. For further directions, please contact Ron Beal with the Public Works' Project Management Team at (626) 458-2587.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2566.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del Departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated March 18, 2008.

Specs. 6880

SACHI A. HAMAI, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES